

little  cardinals

**OUR LADY OF THE LAKE ROMAN CATHOLIC SCHOOL
3 AND 4-YEAR-OLDS HANDBOOK**

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* For the purposes of this handbook, the term Little Cardinals refers to both 3-year-olds and Pre-Kindergarten (4-year-olds).

MISSION STATEMENT

In a nurturing Christ-centered environment, Our Lady of the Lake Roman Catholic School provides a strong moral and academic foundation for all students to achieve excellence in their education, confidence in their efforts and responsibility for their actions as they face the challenges of the ever-changing world.

OUR VISION

In pursuit of excellence in all facets of education, Our Lady of the Lake Roman Catholic School...

- Motivates students to live as part of a Catholic faith community by addressing the needs of society and fostering the love of life, family, and country.
- Differentiates instruction by employing varied teaching strategies aimed at meeting the specific needs of each learner.
- Commits itself to concerned leadership, caring teachers, parental involvement and cooperative endeavors with society in light of the Gospel values of our Catholic faith.
- Educates the whole person by promoting the spiritual, intellectual, emotional, social and physical development of each student in a nurturing, Christ-centered environment.
- Motivates students to live morally and appreciate the plurality of cultures and creeds serving God as part of a Catholic faith community.
- Promotes higher order thinking skills, problem solving strategies, and the latest technological advancements that lead to excellence in all of the student's educational endeavors.
- Strives to create an environment of excellence in which administration, faculty, staff, and students work together to achieve their maximum potential.
- Challenges all individuals to develop a true sense of self-esteem founded in a solid Catholic curriculum.
- Educates its students to become productive young adults responsible for their own actions.
- Incorporates the Archdiocese of New Orleans' Catholic Identity Standards in all aspects of the learning process.

ABUSE AND NEGLECT

Any suspected abuse and/or neglect of a child in a child care center must be reported in accordance with Louisiana Revised Statutes 14:403. [(985) 893-6225]

ADMISSION

The schools of the Archdiocese of New Orleans, Louisiana, admit students of any race, color, national and ethnic origin to the rights, privileges, programs, and activities generally accorded or made available to the students at Our Lady of the Lake Roman Catholic School. They do not discriminate on the basis of race, color, national and ethnic origin in administration of their educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Additionally, in compliance with Title IX of the Civil Rights Act of 1964, no person in the schools of the Archdiocese shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity except permitted under said Title IX. This policy applies to all schools that are under Catholic Archdiocesan auspices.

Our Lady of the Lake does not discriminate against otherwise qualified candidates with disabilities if, with reasonable accommodations, they can meet the academic rigor of our program.

The OLL Little Cardinals program is open to children who are 3 and 4 years old before September 30th of the year of enrollment. ***Children must be completely potty trained.***

Order of Acceptance Policy: (Mother's Day Out through 7th grade)

1. Siblings of current students and children of faculty and staff of OLL school and parish
2. Children of territorial parishioners who are deemed active by the pastor; children of alumni or legacy families as determined by the pastor
3. Children of territorial parishioners of a parish without a school or no room in their territorial parish school who are deemed active by their pastor
4. Children of non-territorial parishioners of a parish without a school or no room in their parish school who are deemed active by their pastor
5. Children of active parishioners who live outside the territorial parish in a parish with a school that has room
6. All others – including inactive parishioners, non-Catholics, etc.
7. The Principal has the right to change the order of acceptance under special circumstances.
8. The above-listed Order of Acceptance may not apply to students who have previously withdrawn from OLL.

Admission Requirements:

1. Certified or Notarized Birth Certificate
2. Baptismal Certificate (if Catholic)
3. Computer-generated Louisiana Department of Health form entitled "State of Louisiana Universal Certificate of Immunizations." This form may be acquired from either your child's physician or the St. Tammany Parish Health Unit. No personal health cards will be accepted.
4. Most recent pre-school progress report, evaluation, assessment or report card (if applicable)
5. Social Security Card
6. Registration Fee

Withdrawal Policy:

1. Notify the school office of withdrawal date.
2. Complete a Withdrawal Form through the Admissions Director.
3. Return all textbooks, library books, and technology.
4. Settle all debts (tuition, cafeteria, aftercare, books, library fees).

Custody Notice:

It is the responsibility of the custodial parent to furnish Our Lady of the Lake Roman Catholic School with a copy of the custody section of the divorce decree. This school abides by the provisions of the Buckley Amendment with respect to the rights of the non-custodial parent. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. This also applies to guardianship.

BIRTHDAY PARTIES

Children may bring an edible treat to share with the class on their birthdays. Please notify the teacher ahead of time if you wish to provide a treat for snack time. Simple cookies, cupcakes **with liners removed**, rice crispy squares, and popsicles are preferred over treats with lots of sugar or icing. **Invitations may be distributed at school only if one is sent for each child in the class, to all of the girls, or to all of the boys.**

All parties/activities held outside the school are non-school-sponsored events. When attending these parties/activities, I hold harmless the Archdiocese of New Orleans and Our Lady of the Lake Roman Catholic Parish and School from any and all claims or losses resulting from these parties/activities.

CARLINE

Everyone is required to wait in carpool line. **Never let the children out before the teachers come for them (including siblings).** Morning carpool line begins at 7:00 AM and ends at 7:30 AM. Siblings may be dropped off in the Little Cardinals carpool line in the mornings only. Siblings will not be able to be picked up in the Little Cardinals carpool line in the afternoons. If you arrive after 7:30 AM, please walk your child to the front door and ring the bell. Any older siblings must be brought to the main school office. Children will be brought to the cars at dismissal time, which begins at 1:45 PM and ends at 2:15 PM. The carpool line moves most efficiently when parents remain in their cars and display **boldly printed name signs.** Any students left after 2:15 PM will be walked to Little Cardinals aftercare.

If your child is to be part of a carpool on a regular or irregular basis, all approved drivers who are not the parents of an individual student must be listed on that student's PowerSchool Contacts. If a student is to be picked up from school by someone other than the approved drivers listed on his/her PowerSchool Contacts, the parent of that student must submit a note **(with date and signature)** to the school office prior to the occurrence. Emails will not be accepted. **No student will be allowed to ride in any car without the appropriate approved note.** We may request identification.

CARLINE DIRECTIONS

Travel south on **Wilkinson Street** toward Lake Pontchartrain. **(REFRAIN FROM USING LAFAYETTE OR COFFEE STREETS.)** Parents should turn left onto Jefferson Street and proceed past Carroll Street on the right for the Froggy House and Bug House carlines and on the left for all other classes.

COMMUNICATION

Children should bring their Little Cardinals school bag each day for daily notes, reminders, and work papers. Children are not allowed to bring their toys from home to school. Show and Tell is an exception. **Please check your child's bag each day!**

CONFERENCES

If, at any time, you have special concerns or questions and wish to discuss them, please call the school at 626-5678, the Froggy House at ext. 4175, or the Bug House at ext. 4176. Please note that conferences with all Little Cardinals' parents (3 and 4-year-olds) will be scheduled at some point during the school year.

DAILY PROGRAM

A schedule of the day's plan of activities will be posted in each classroom.

DISCIPLINE

Discipline is designed to promote self-direction, self-control, understanding of choices and consequences, and respect for others. This is accomplished in a Christ-centered environment through consistency and fairness. Each teacher will establish her own classroom rules with appropriate consequences. We cannot allow a child to remain in school if a lack of self-control makes the child dangerous to him/herself or others or if the child displays behavior that administration deems inappropriate for this facility.

Additionally, student folders contain daily behavior calendars. **Check the folders daily, and remove all schoolwork.**

Discipline Policy 3-Yr-Olds

Each morning, the children will see their names on the happy wall. If an inappropriate decision is made, we will redirect the child when necessary and help him or her find a better way to solve a problem. There will be several opportunities for the child to make appropriate choices. If an incorrect choice is carried out, we will move the child's "egg" to the sad wall. The child may also be asked to sit in a timeout. The length of time will be age appropriate. After the child reenters the group, we will watch closely for an appropriate behavior, praise the child, and move the child's "egg" back to the happy wall. We will communicate any discipline challenges with you so that you can reinforce the proper behavior at home. Children thrive on routines and consistency; it is important for them to have both at home as well as at school.

Discipline Policy 4-Yr-Olds

The objective of this discipline policy is to promote self-direction, self-control, understanding of choices and consequences, and respect for others. This will be accomplished in a Christ-centered environment that fosters the spiritual, emotional, physical and social development of each child. If an inappropriate decision is made, we will re-direct the child when necessary and help him or her find a better way to solve a problem. There will be several opportunities for the child to make appropriate choices. Each student will receive a folder that contains a daily behavior chart. If an incorrect choice is carried out, this will be communicated on the daily behavior chart. All consequences administered will be age-appropriate and accomplished through consistency and fairness.

EMERGENCY INFORMATION

Each student shall have on file at the school:

- Current PowerSchool Contacts – general information regarding the child to include medical history;
- A current student information packet;
- Immunization records;
- Written parental/guardian authorization for release of child to a third party;
- Written parental/guardian authorization for the school to administer and/or secure emergency medical treatment;
- Science Laboratory Student Safety Agreement (Pre-K4 - 4th grade agreement).

FINANCIAL OBLIGATIONS POLICY

1. Registration fee(s) are due at the time of registration. Support fee(s) are due by the lump sum payment date set by the bookkeeper.

All fees are nonrefundable.

2. At the time of registration parents have the option to:
 - a. Finance the tuition amount with Gulf Coast Bank & Trust by the due date in April.
 - b. Finance only a portion of the total tuition by the due date in April and pay the balance by the due date of lump sum payment in April.
 - c. Pay the entire amount of tuition by the due date in April.
3. LOANS:
 - a. OLL reserves the exclusive authority to restrict the participation of an individual in the tuition loan program with Gulf Coast Bank & Trust, based on past history of OLL tuition loan payments.
 - b. Loans will be paid off in ten monthly payments. The ten monthly payments are due the first of each month beginning with July and ending with the April payment.
 - c. Payments made after the designated date each month will be assessed a late fee by the bank. Should a parent not be able to make the monthly loan payment on time, they must contact the school Principal to discuss the situation.
 - d. The bank will cancel the loan of any individual who has not made a payment within a time specified by the bank. If the bank cancels a loan and the parent has not made other arrangements with the Principal, the rest of the year's tuition becomes due immediately and payable directly to the school.

A late loan application fee of \$25 will be assessed to all late loan applicants.

4. WITHDRAWALS:
 - a. The reimbursement policy will only apply should a student need to be withdrawn during the school year as a result of a family move out of St. Tammany Parish. Parents should be aware that withdrawn students are not guaranteed future enrollment. A fee of \$25.00 per family will be charged to anyone withdrawing their child/children. Tuition is pro-rated to the date of withdrawal.
 - b. In the event of a natural disaster, disease outbreak, or any other circumstances which, in the judgment of the school administration, make it is infeasible, unsafe or otherwise imprudent to continue campus-based education, school shall resume as soon as practical via distance learning and/or other methods adopted and/or developed by the school administration and faculty. Due to continuing financial obligations relating to operational costs, including administrative, faculty, and staff salaries, and additional costs resulting from safety and sanitation protocols, there shall be no suspension, reduction or refund of tuition or applicable fees. Should a student need to be withdrawn during the school year as a result of a family move, normal reimbursement policies will apply. Parents should be aware that withdrawn students are not guaranteed future enrollment.

5. DELINQUENT PAYMENTS:

If tuition or fee payments are not made according to the above stipulations, the school may require the child to stay out of school. Failure to meet your financial obligations for the school year may result in your child/children being removed from the school.

FIRE SAFETY/TORNADO DRILL

Fire drills: Fire drills will be conducted at least once per month at various times.

All buildings are to be evacuated as per directions. During fire drills, students should follow these regulations:

- a. Rise in silence when the alarm sounds.
- b. Close windows and doors.
- c. Walk silently to the designated place briskly, in line at all times.
- d. Stand in line facing away from the building.
- e. Return to the building when the signal is given.

Tornado drill:

- a. Take all persons inside designated buildings/areas.
- b. Close all windows and blinds.
- c. Retrieve class rosters.
- d. Move to designated tornado safe areas inside buildings.

Teachers and students should quickly move to an inside room or hallway, against the walls and away from all windows and glass. Teachers and students should then follow the “drop and tuck” procedure.

Drop and Tuck Procedure:

1. From a standing position, drop down to a kneeling position
2. Bend the upper body at the waist and lower the head towards the ground.
3. Place arms and hands over the head in a protective manner.
4. Keep the entire body as low to the ground as possible.

HEALTH AND MEDICAL POLICY

Master Emergency Card:

PowerSchool information must be filed in the school office giving a local doctor/emergency care unit permission for emergency first aid in the event that you or someone you designate cannot be reached if serious injury occurs. Any serious health problems such as diabetes, epilepsy, allergies, etc., should be noted. **All phone numbers must be kept current to insure the safety of all children.**

Illness:

Please call your child’s teacher’s classroom or the school office to report your child’s absence before 7:30 AM. Children will not be accepted at school with any signs of illness, including fever. You or someone on your PowerSchool Contacts will be called to pick up your child should he or she develop a fever or show signs of illness while in school. **Please do not send your child to school until the child is fever free for 24 hours without the use of fever reducing medication.** Absences due to a communicable disease will require a written note from a physician before the child will be readmitted. Absences for any other form of illness will require a note from a parent or guardian explaining the reason for the absence. Notify us immediately of any communicable diseases so that we may notify other parents, i.e. Chickenpox, Fifth’s Disease, etc.

Please notify the teacher and the office of any allergies your child may have (foods, bug bites, etc.). No drugs or medication will be administered at school without proper doctor forms, which can be obtained at the office.

Note: An incident log for staff to record any injuries that a child may have upon arrival to the school will be kept.

Injuries:

Students injured at school should report the injury to the teacher. If necessary, the student will be sent to the first aid coordinator for first aid. Parents will be notified of any serious injury.

LUNCH & SNACK

Students must bring lunch each day. Lunches must come to school in the lunch box containers provided by the school. **Please do not send candy, squeezable yogurts, puddings, and/or fruit pouches.** No lunches will be cooked or heated by school personnel. Milk is provided for each student. Lunch should not be brought on half days.

The school will provide snack for the students each day. The snack menu will be posted in each classroom.

MEDICATION AT SCHOOL

Students will not be allowed to have any medication in their possession at school. This includes nonprescription medications such as throat lozenges, cough drops, aspirin, etc. School personnel cannot administer prescription medication unless special circumstances exist for a health problem of long duration. In these circumstances, the following procedure is followed:

1. Appropriate forms must be obtained from the school and completed by the physician and parent.
2. Medication must be brought to school by the parents in a container appropriately labeled by the pharmacy or physician.
3. Each medication given will be recorded on a medication log which includes the date, dosage, and initials of the person administering the medication. When the last pill is administered, the empty bottle will be sent home with the child. It is the parent's responsibility to bring a refilled prescription bottle the following day.

* If your child has a chronic medical condition, it is the responsibility of the parent to provide all necessary medication and meet all medical needs prior to the first day of school.

SCHOOL TERM AND SCHOOL HOURS

The school term is from August until May. We follow the same schedule as Our Lady of the Lake Roman Catholic School; however, our school hours are 7:30 AM to 1:45 PM. Aftercare is provided for an additional fee, beginning at 2:15 PM and ending at 6:00 PM.

SHOW AND TELL

You will be given a Show and Tell schedule of themes. Please put your child's name on all items brought to school. **Toys should not be brought to school on a daily basis**; however, books, or any other items of educational value are always welcome.

SUPPLY FEE

The supply fee is \$175.00 and includes supplies, a school bag, and a lunch box. **All students are required to have a rest mat, which may be purchased through the school for \$27.00. Each rest mat must be labeled for individual use.** All students will be receiving a new lunch box container. The school bag for 3-Year-Olds is blue, and for Pre-Kindergarten students, the school bag is red. The school bag should be washed in cold water and line dried.

UNIFORM GUIDELINES

All uniforms must be purchased from School Time in Mandeville.

Little Cardinals - Girls:

- Red, gingham smocks (with Little Cardinals nest on collar) with red, gingham bloomers are required.
- Red cardigan sweaters with the Little Cardinals logo may be worn over the smock.
- Socks: White ankle socks with "OLL" logo purchased from School Time are required. Socks of the appropriate size must be worn so that the logo is visible at the ankle.
- Shoes: Any brand solid, predominantly white, Velcro sports shoe with an athletic, non-scuff sole must be worn. Shoes may have a small, discreet logo or brand name. No other markings (stripes, lights in the sole, etc.) are allowed on the shoe.
- Accessories: White, navy, red, or black tights may be worn during cold weather. Tights must extend below the socks. Appropriate barrettes, ribbons, or headbands may be worn.
- Little Cardinals spirit shirts are optional and may be worn on Fridays only.** The Little Cardinals spirit shirt is available for purchase from School Time. The spirit shirt is to be worn with a uniform skort or khaki shorts purchased from School Time. Regular uniform shoes and socks are required.

Little Cardinals - Boys:

- White short- or long-sleeve polo shirts with the Little Cardinals logo are required.
- Red, crewneck sweaters with the Little Cardinals logo may be worn over the uniform shirt.
- Uniform khaki shorts or pants must be worn. Pants or shorts may not be worn more than 1" below the waist. Khaki shorts cannot be shorter than mid-thigh.

- Socks: White ankle socks with “OLL” logo purchased from School Time are required. Socks of the appropriate size must be worn so that the logo is visible at the ankle.
- Shoes: Any brand, predominantly black, Velcro sports shoe with a black or white, athletic, non-scuff sole must be worn. Shoes may have a small, discreet logo or brand name. No other markings (stripes, lights in the sole, etc.) are allowed on the shoe.
- **Little Cardinals spirit shirts are optional and may be worn on Fridays only.** The Little Cardinals spirit shirt is available for purchase from School Time. The spirit shirt is to be worn with regular uniform khaki shorts or pants. Regular uniform socks and shoes are required.

Boys' and Girls' Miscellaneous

1. Outer Wear

Jackets or coats may be worn over uniform sweaters. Outer wear may not be worn in the school buildings or church. Unacceptable writing or pictures are not allowed, except a small discreet logo.

2. Jewelry

Religious medals and OLL pins may be worn. Religious medals must be worn on the inside of the shirt and must not be visible. Earrings may only be worn by girls. Only single, non-dangling earrings in the earlobe are permitted. Earrings must be small and discrete (no earrings larger than the earlobe). Boys are not permitted to wear earrings of any type.

Boys and girls are permitted to wear a watch; however, smart watches of any type are not to be worn during school hours. Devices worn on the wrist must not have remote control capability, calculating capability, the ability to message, the ability to access the internet, or audible beeps and alarms.

4. Hair Styles

Hair is to be clean and combed at all times. Hairstyles deemed inappropriate by the administration may not be worn. Dyed, bleached, highlighted, or unnatural colored hair or extensions are not acceptable. The maximum length for boys' hair is the bottom of the ear on the sides and the top of the collar in the back, not below the collar or below the eyebrows. Hair should not hang in the student's eyes in the front.

*Permanent or temporary tattoos are not acceptable for any student, male or female.

GENERAL POLICIES

Aftercare Policy:

This service is available from 2:15 PM to 6:00 PM. Information and forms may be obtained from the school office.

Concerns:

1. General Concerns
Any person feeling aggrieved concerning any matter connected with the school will contact the individual concerned before discussing it with others.
2. Contact the Teacher
If a person has a concern, the individual will go first to the teacher to seek a solution to the problem.
3. Contact Curriculum Coordinator, Stephanie Bartlett
If the matter cannot be resolved satisfactorily, the person will contact the curriculum coordinator for an appointment.
4. Contact the Assistant Principal/Principal
If the matter cannot be resolved satisfactorily, the person will contact the Assistant Principal or Principal for an appointment.

***Do Not Contact the Advisory Board**

Advisory Board Members are not to attempt to solve problems but are to refer the aggrieved person to the above procedure. If a board member is approached, he/she will notify the principal.

Emergency Cancellation Policy:

Our Lady of the Lake will follow the same decision of closure as the public school system of St. Tammany Parish. This is to facilitate the transportation of students. The announcement concerning emergency closures will be broadcast on television in the metropolitan area of New Orleans. School messaging will also be activated with updated information and situations unique to our school.

Emergency Dismissal Policy:

During periods of sudden weather-related emergencies that may occur during the school day, children may need to be released early. If early dismissal should occur, parents of children who would normally ride the bus home need to make immediate arrangements for the care of their children once they have been dropped off at the bus stop. Parents of children who are car riders should make immediate arrangements to pick up their children.

Parent Teacher Cooperative Club Policy:

Each family and faculty member is a member of the Parent Teacher Cooperative Club (PTCC). This organization supports the school program. Meetings are held in the evenings during the school year. Various committees are formed for a variety of functions. Room Parent activities are organized through the PTCC with the approval of the administration.

Student Insurance Policy:

Secondary insurance coverage is provided to all students during the school day. When a student is injured at school, he/she must report the injury to the teacher or to the office. If medical attention is needed, the office will provide the appropriate forms to the parent or guardian.

Tuesday Note Policy:

A weekly newsletter concerning school functions and important information is available on Tuesdays through the school website (www.ourladyofthelakeschool.org). A hard copy may be obtained by contacting the school office. An email notification will be sent weekly to parents who have provided an email address.

Volunteers/Visitors Policy:

For obvious safety reasons, all volunteers and visitors are to sign in and wear a visitor's tag while on campus. This is a necessary precaution for the safety of the children. Anyone not properly identified may be questioned.

All volunteers who interact with the students on a regular basis are required to undergo "Safe Environment Training," which is administered by the Archdiocese of New Orleans. Dates and times for Safe Environment Training classes will be posted in the Tuesday Note. Such volunteers are also required to have background checks.

Asbestos Policy:

In accordance with AHERA (Asbestos Hazardous Emergency Response Act) a Management Plan has been prepared and approved by the State Department of Environmental Quality (DEQ). This management plan is available for you to review in the school office during school hours.

Parent/Teacher Conferences:

Conferences may be arranged at the request of either the parent or the school. Please note that conferences for all Little Cardinals' parents (3 and 4-year-olds) will be scheduled at some point during the school year.

While it is the policy of Our Lady of the Lake Roman Catholic School to encourage parents to confer with the school regarding their children, conferences must be scheduled with the following guidelines in mind:

1. A specific appointment time must be set up before the actual conference.
2. Any convenient time that is agreeable to both the school and parents is allowable for a conference. However, conferences may not take place during instructional or duty periods.
3. Out of respect for the privacy of teachers and their families, **please do not call teachers at home.**

**OUR LADY OF THE LAKE ROMAN CATHOLIC SCHOOL
LITTLE CARDINALS HANDBOOK**

Parental and student cooperation is essential for the welfare of Our Lady of the Lake students. If, in the opinion of administration, parent or student behavior seriously interferes with the well being of the school or the teaching/learning process, the school may require parents to withdraw their children and sever the relationship with the school.

I hereby acknowledge that I have read the Little Cardinals Handbook and that I agree to abide by the rules and regulations contained herein.

Student Name (Please Print) Date Homeroom

Parent Name (Please Print) Date

Parent/Guardian Signature Date